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17 March 1965

MEMORANDUM FOR: CI/RMO, [REDACTED]

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SUBJECT : CS Name Check Course No. 1 - Critique

The following critique of the Name Check Course No. 1 is broken down into the categories suggested in the form given to students on the last day. Please be assured that I believe such a course is extremely necessary and can be very worthwhile. I realize fully that this was a "pilot course" and that some of my remarks will not be applicable because the instructors will have already made some changes.

I Materials to be Added:

A list of RID/AN markings as they appear on incoming dispatches with an explanation of what they mean - i.e., ZR, F, H, etc.

II Materials to be Eliminated:

OGR's movie. This is a course for DDP checkers, not the DDI; see comments below.

III Suggestions on Elements of Course:

1. Expansion or Addition - none. The course is now too long.

2. Curtailment:

Non-CS Indices

3. Elimination:

- 1) [REDACTED] Philosophy
- 2) Movie
- 3) Tour of Security

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IV General Comments, Criteria, Recommendation for Improvement:

1. Level of Student: This must be determined prior to running the course - and consideration given to running the course for two different levels - but don't mix the beginner with people of experience.
2. Timing: The timing (as was to be expected) was bad. Some sessions can be eliminated altogether, others can be shortened. Guest speakers should be confined to a given time. If they go over, stop them - and don't ask them again. There is no excuse, except lack of preparedness, for a speaker to go far over his allotted time.
3. Over-Emphasis on Non-CS Collection: There seemed to be an over-emphasis on non-CS, including National Agency Check, collections. Partly this was the fault of the speakers who went over their allotted time and who, not really knowing our side of life, could not slant the lectures as they should be slanted. The presentations on these collections should be boiled down, perhaps even given by CS personnel so that the "when" and "why" of such checks could be made perfectly clear to the tracers. The Office of Security sessions convering their indices and the National Agency Check could be considerably decreased and made into one session, rather than two. The tour of the Office of Security file room was unnecessary and a waste of time (if any tour is given, it should be a tour of RID).
- 25X1A9a 4. The OCR/BR lecture by [REDACTED] could also be cut, but
25X1A9a [REDACTED] should be informed to cut the amount of material he tried to present. Again, the "when" and "why" of a check through BR should be made clearer. This is, however, one lecture which is necessary in view of the vast amount of material in BR which is not available in the CS files.
5. The placement of the lectures on non-CS collections was, I thought, not very good. These should not be placed in the middle of the CS records discussion. I suggest that all the DDP material be given first, then a good explanation of the CS Auxiliary Indices, leading naturally into non-CS collections. See below.
- 25X1A9a 6. CS Auxiliary Indices: On the Agenda this was to have taken one hour. [REDACTED] spent seven (7) minutes telling us to read the CS Records Handbook, then some 13 minutes telling

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IV Para 6 (Cont'd)

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of a German he found in the CI Staff Auxiliary Indices. A total of 17 minutes! In a course for the uninitiated this would have been most regrettable. [REDACTED] discussion after [REDACTED] finished showed only too well that the Handbook is out of date. Furthermore, the Auxiliary Indices are much too important to be treated so casually.

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7. The Practical Exercise was too long. It could be shortened by: a) handing out all the material at once; b) letting the students read the material themselves, rather than having [REDACTED] read it to them; c) not letting the students wander too far afield. Also, I think the students should not only be allowed to mark up the various documents they get, but made to do so - i.e., make the exercise more practical by having the students "Green D" the copies of the cards, keep tract of documents they "receive from RID", etc.

8. The Movie: I recommend that it be eliminated for several reasons,

- a. It concerns the opposite side of the house and really does not give a good picture of the DDI files.
- b. The remark that somebody "remembered" (I think that was the word) that the DDP kept air manifests is just short of being ridiculous. Who and where in the DDP? And why did the checkers wait so long to try the DDP? OCR/BR and SR/O/BI maintain close cooperation - BR would have been on the phone to me long before the DDI checker did his "remembering".

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- c. OCR/BR should have long ago resented the implication that it needed the [REDACTED] system to find that "BOU" is transliterated as "BU". Actually, BR probably would have searched "BU" first - SR/[REDACTED] would have. It doesn't take the [REDACTED] to take the "O" out of the French transliteration.

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- d. These, plus the goof of forgetting that the woman came "a week later" according to the nun, makes the movie pretty silly and is, I think, a waste of time.

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9. There was a good deal of duplication between [REDACTED] lecture and [REDACTED] - statistics, size of files, and

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25X1A2d1 certain of the slides. Perhaps [REDACTED] should omit the duplicatory slides and hit the big picture, leaving the details to [REDACTED] 25X1A2d1

10. The following is suggested for re-arrangement of the Course:

a. CS Part:

25X1A Admin and Course Content - combined and shortened;
Name Checker's Role and Significance - [REDACTED] 25X1A2d1
Reading of [REDACTED] etc.; 25X1A2d1
The CS Records System - [REDACTED]
The Name Check Cycle - RID Mechanics - [REDACTED] 25X1A2d1
and [REDACTED] 25X1A2d1
CS Auxiliary Indices, includ [REDACTED] check -
[REDACTED]
25X1A2d1 Machine Collation Programs - [REDACTED] 25X1A2d1

b. Non-CS Collections: (each different session should be preceded by an explanation of "when" and "why" CS personnel would initiate such a trace):

OCR/BR

OCR - Library (the "why" here is very important)
Office of Security
National Agency Name Check

c. Practical Exercise

d. Critique, Final Seminar, Final Administration

11. Conclusions and Miscellaneous:

25X1A2d1 a. [REDACTED] lecture on the Name Checker's Role was excellent. Too many people lose sight of the significance of that role. I hope he will continue to present this talk at every running of the course.

25X1A2d1 b. [REDACTED] talk was also very good. However, I wonder if he could discuss preparation of name trace replies to the field; his talk was mostly concerned with writing memoranda to other USIB agencies. He should also point out the "third agency rule" when discussing sources.

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- c. The "back flap" on the routing sheet of a dispatch was never mentioned. Students should be informed of it and told how to handle it.
- d. The Soviet's name was improperly spelled. The course should point this out and tell the checkers how to correct the 201-listing and the folder.

[REDACTED]

Chief, SR/ [REDACTED]

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